

# **2009 Agency Centennial Accord Plan Washington State Parks & Recreation Commission**

## ***I. Introduction and Agency Overview***

The Washington State Parks and Recreation Commission (Commission) is committed to the successful implementation of the Centennial Accord's policies for achieving government-to-government relationships. This 2009 Centennial Accord Plan identifies the policies, programs and people through which the Commission will interact with tribal governments.

### **AGENCY MISSION**

"The Washington State Parks and Recreation Commission acquires, operates, enhances and protects a diverse system of recreational, cultural, historical and natural sites. The Commission fosters outdoor recreation and education statewide to provide enjoyment and enrichment for all and a valued legacy to future generations."

### **AGENCY GOVERNANCE**

The Washington State Parks system is governed by a board (the Commission) of seven volunteer citizens appointed by the governor to oversee the agency that is part of the Governor's Executive Cabinet. Commission members serve for staggered, six-year terms, setting public policy and guiding the agency. The Commission's duties and responsibilities as well as the duties and responsibilities of the agency's Director and the many functions of the agency are specified in Title 79A RCW.

### **AGENCY CENTENNIAL 2013 VISION**

Washington's state park system – the fourth-oldest state parks agency in the nation – will be 100 years old in 2013. The Washington State Parks and Recreation Commission adopted a vision to help focus policymakers, staff and the public on the common goal of preparing the park system for its birthday and a second century of excellent parks in Washington.

#### ***The Centennial 2013 Vision***

"In 2013, Washington's state parks will be premier destinations of uncommon quality, including state and regionally significant natural, cultural, historical and recreational resources that are outstanding for the experience, health, enjoyment and learning of all people."

### **SERVICE CENTERS**

#### **DIRECTORATE**

The agency's office of the Director includes; the Director, the Deputy Director, the Public Affairs Director, the Director of Administration, Finance, and Technology, the Director of Inter-governmental Relations and Performance Measurement and Executive Support staff.

***Office of Public Affairs*** - is responsible for public information, media relations, external communications, Centennial 2013 communications, web site content, publications management and agency graphic and communications standards.

***Inter-governmental Relations and Performance Measurement*** is the agency's principal liaison with federal and state legislators and legislative staff, other state and federal agencies, the Governor's office, and constituency groups; responsible for policy research and development; manages the agency's rule making and regulatory reform process; principal liaison for the twenty-nine federally recognized tribes in Washington State; oversees performance measurement and provides consultation and support on issues related to diverse communities.

***Administration, Finance, and Technology*** manages the business services and technologies systems, develops and oversees the agency budget and coordinates the agency's legal functions. This program area is responsible for risk management (involving self-insurance, tort claims, lawsuits and self-assessments), information management, operational/capital/transportation budgets, financial services, including payroll, purchasing, and accounting, records retention, centralized grants, non-capital contracts and headquarters building operations and maintenance.

#### **DEPUTY DIRECTOR / REGIONAL OFFICES**

The Deputy Director, in cooperation with the Regional Directors, is responsible for the daily and overall management of the park system. The Deputy Director oversees those work units at headquarters that provide centralized support to the entire agency and ensures the interface and coordination with regional offices.

***Regional Offices*** – operate as comprehensive and fully functioning geographic divisions of the agency, administering park operation, resources stewardship and future park development. Operational responsibilities include ranger supervision, visitor protection & law enforcement, park and trail maintenance, group camping services, public programs and services, marketing, interpretive services; historical, cultural, and natural resource stewardship, statewide trails shellfish and tidelands management, boating facilities, salmon recovery, constituent services, Commercial Use Permits, volunteer program services, Friends Groups, the agency's equipment and signage shops, and the system's marine crew and arbor crews. The regional Parks Development Teams are responsible for planning, design and construction functions

NOTE: The four Regional Offices, because of their day-today activity in interpretive services, historical, cultural, and natural resource stewardship, shellfish and tidelands management, boating facilities, salmon recovery, SEPA, and Section 106 regulatory requirements, are the agency's principal operational contacts with Tribes. All agency related policy and fiscal issues go through the Tribal Liaison.

***Operations*** – is responsible for development and implementation strategies that enhance public safety in all parks, develop rules and regulations that affected visitor behavior, responsible for law enforcement coordination, several statewide recreation programs including boating, winter recreation (snowmobile trail maintenance and cross-country ski trails), Inside Out Program (diversity camping), Folk and Traditional Arts in the Parks,

Outdoor Recreation Education (No Child Left Inside) and volunteer program services coordination.

***Business Development*** - offers the agency professional business support, enabling the agency to identify cost efficiencies and respond to new business opportunities. This unit is responsible for the state parks central reservation system (CRS) for overnight stays in campgrounds, cabins, wall tents or yurts; group camping services, retreat centers (environmental learning centers), fee development, marketing; market research; agency business enterprises and park concessions.

***Employee Health and Safety*** – is responsible for employees’ safety and accident investigations, hazardous chemicals, critical incident stress management, ergonomic assessments, facility inspections, employee safety training, L&I claims, return-to-work and various other employee safety activities.

***Visitor Protection and Law Enforcement*** – develops and directs programs for the safety and security of park visitors and prepares park rangers for their role as public safety professionals. This unit is responsible for policies for rangers, law enforcement equipment (includes pistols, batons, OC spray, radios, and body armor), homeland security, ranger hiring and training, and maintain law enforcement records.

***Information Center/Front Desk*** – has the responsibility for issuing all camping passes, boat moorage permits, natural investment permits, and commercial use permits as well as serving as the agency’s central public information source for questions on the reservation system and other park system issues, services.

***Human Resources Office*** – is responsible for implementation and training on Statewide personnel policies/procedures (benefits, classification, compensation, corrective action, disciplinary actions (Loudermills, Mediation, Arbitration); development, exchange program, Maintenance Apprenticeship Program, internal personnel investigations, reasonable accommodation, Washington Conservation Corps (WCC) Program, Labor Relations, and the development of internal human resources policies and procedures.

### **PARKS DEVELOPMENT SERVICE CENTER**

This Service Center is responsible for land acquisition, park planning and development, permitting, engineering, park capital construction, environmental protection, park properties assessment, biennial capital budget preparation, and the agency’s 10-year capital facilities plan. The Parks Development Service Center planning, design and construction teams are located in each region. This Service Center also serves as lead to the Commission’s Land Acquisition Sub-Committee; Executive manager for Fort Worden State Parks’ operational activities.

***Stewardship*** – is responsible for policy development and programs related to natural, cultural, and historic resource protection. These policy and program responsibilities include; NAGPRA (federal requirements, staff training, surveys, inventories, negotiations with tribes, and repatriation), permitting; SEPA/NEPA; promote the Interpretive Committee, Cultural Resources working group, Environmental and Stewardship summits; manages the agency’s

arboriculture/horticulture (Arbor Crew/timber sales), Volunteer Stewardship Program, and provide technical support for planning, capital budget requests and planning Classification And Management Plan (CAMP) efforts.

## ***II. Funding Distribution/External***

Funding distribution programs administered by State Parks are conducted in compliance with the Commission's administrative rules found in Title 352 WAC and in the federal and state statutes and regulations through which the funding is derived. Tribes are eligible to apply for funding under the Federal Clean Vessel Grants (360-902-8842) for the installation, operation and maintenance of Boater Sewage Disposal Facilities. Funds are also available from the Winter Recreation Grants Program (360 -902-8595) to provide winter recreation services to the public.

The agency offers park benefits through a number of volunteer opportunities. The agency's Volunteer Program (360-902-8583) coordinates Park Host and Park Volunteer ("Friends of the Park") activities that qualify volunteers for park passes and camping discounts. Likewise, the agency's Information Center unit (360-902- 8844) coordinates and provides off-season citizen and disabled veterans' passes which waive some fees and, depending on the season, discount camping fees. In addition to volunteer opportunities, State Parks offers economic development opportunities both through its Enterprise Coordinator, for park concessions, and through the bidding procedures for park development (Parks Development Service Center's maintenance and capital facilities construction projects). The Enterprise Coordination/Concessions Office can be contacted at (360) 902-8667; bidding and construction projects are managed by the Parks Development Service Center (360) 902-0936.

## ***III. Services and Functions Defined***

### **Passes –**

- Disabled Veterans Lifetime Pass - provides free camping for qualified veterans (for further information call (360) 902-8844 or 902-8500)
- Disability Pass - Offers people with certain disabilities a 50 percent reduction in camping fees.
- Senior Citizen Limited Income Pass – Offers a 50 percent reduction in camping fees for senior citizen with \$30,000 maximum annual income.

NOTE: Passes are issued only to Washington State Residents who meet the pass program's requirements and enroll through State Parks' Office (see "Agency Contacts" section below).

**PRSA – Parks Renewal and Stewardship Account** – The budget account set up in 1995 for park-generated revenue that funds a percentage of park system operations. Currently PRSA, whose revenue is generated from a great variety of fees—such as camping and boat launching--represents about 1/3 of the State Parks' budget (the other 2/3 is General Fund tax dollars). Each biennium, the Legislature authorizes a specific amount of money out of this PRSA account, for expenditure during a specific time period ("spending authority").

**Stewardship** – The requirements (and costs) associated with holding and protecting property to maintain the functions for which the property was acquired. Stewardship” includes, but is not limited to, costs associated with statutorily required in-lieu property taxes, weed and pest control, fire protection, fence maintenance, cultural and archaeological site protection, basic research related to maintenance of natural area preserves and natural resource conservation areas, basic resource and environmental protection, and applicable legal requirements (RCW 79A.20.010) *Public Recreational Land*.

**Cultural Resource Training** – This training, sponsored by State Parks and open to all state agencies and tribes, occurs twice a year in or near the Columbia River Gorge. The training covers the state’s historical and cultural resources and their protection. Since the training’s inception in 1996, tribal members have served both as instructors and as participants.

**Law Enforcement Authority** – RCW 79A.05.160 (*state park commission powers*) authorizes the agency to commission employees and to vest them “...with police powers to enforce the laws of the state.” Park Rangers, as part of their commissioning, receive 700-plus hours of training in firearms, visitor safety, and interpretation. Park Rangers enforce all the laws of the state. State Parks agency policy, in its Law Enforcement Manual, confines commissioned employee actions to”...state parks and near vicinity unless otherwise requested by other public law enforcement organizations.”

#### ***IV. Consultation Process-Procedures***

##### **A. POLICY DEVELOPMENT**

###### **1. Commission**

The seven-member, citizen-volunteer Washington State Parks and Recreation Commission holds seven meetings per year across the state. Notice of each Commission meeting and important issues on the agenda are distributed to all major newspapers and radio stations statewide at least one week prior to the meetings. Commission agendas are also published on the agency’s website ([www.parks.wa.gov](http://www.parks.wa.gov)) at least one week prior to the meeting. During meetings the Commission conducts the people's business, entertains public comments, undertakes formal “expedited and requested actions,” receives reports, and, when necessary, conducts Executive Sessions. In case of rule-making actions, the Commission follows the state’s formal rule-making process and calendar as outlined in RCW 34.05 (Administrative Procedure Act). This formal process includes publishing the intended rule change, proposed language, a schedule of formal public hearings, and final adoption.

###### **2. Legislation**

For each session’s legislative agenda, the Commission and its staff follow the Office of Financial Management’s schedule and instructions for annual Agency Request Legislation. This generally means soliciting proposals from agency staff in June and distributing drafts for review by agency stakeholders, *including tribes*, prior to the Commission’s approval in August submittal to OFM and the Governor by September. Approved agency request legislation is introduced each January.

### 3. Executive Leadership Team

The Directorate's Executive Leadership Team is composed those members of senior management who report directly to the Director and/or the Deputy Director and represent staff from Headquarter Office and each Region Office. Leadership team members, in touch with field operations, program advisory groups, and external constituencies, propose, debate and recommend policy to the Commission. The group meets once a month in Olympia.

## **B. INTERNAL PROGRAM DEVELOPMENT**

1. Each Service Center and corresponding program, guided by the agency's Centennial 2013 Plan and advised in most cases by advisory groups, develops and coordinates its own programs. The agency's Deputy Director serves as the overall authority for these day-to-day operations.

2. A comprehensive list of agency programs, contacts and publications may be found at [www.parks.wa.gov](http://www.parks.wa.gov) or obtained by calling State Parks' Information Desk: (360) 902-8844 or 902-8500.

## **C. AGENCY FUDING DISTRIBUTION**

Distribution of State Parks funds is done internally using the state's expenditure Allotment Process, as outlined by the Office of Financial Management, for spending money and sizing the agency's staffing (FTEs). Funding limits area dictated by the State Legislature through budget appropriations and spending authority provisos in annual budgets (Supplemental or Biennial).

## **V. *Dispute Resolution Process***

### **A. GENERAL**

In disputes between a Tribe (s) and State Parks, such disputes will be referred to the Director or Deputy Director, who may endeavor to resolve the dispute themselves or may call upon the services of in-house or outside facilitators, mediators or arbiters as may be appropriate.

### **B. WHEN USED**

1. The process is for use on a case-by-case basis in the event of a dispute or disagreement between parties regarding the interpretation of obligations within contracts or Memoranda of Understanding (MOU) negotiated by a Tribe and the Washington State Parks and Recreation Commission.

2. When a dispute or disagreement arises regarding the administration of a contract between the Commission and a tribe(s), any dispute resolution process cited within the contractual agreement shall govern the handling of the matter. It should be noted that dispute processes may differ based upon the agreement or contract in question.

## **C. AGENCY CONTACTS**

### **1. INFORMATION CENTER**

(360) 902-8844 or 902-8500

### **2. EXECUTIVE LEADERSHIP TEAM - POLICY DEVELOPMENT**

- ***LEADERSHIP TEAM MEMBERS from HEADQUARTERS***

Rex Derr, Director

(360) 902-8501

Pauli Sayers, Executive Administrative Assistant

(360) 902-8505

Judy Johnson, Deputy Director

(360) 902-8502

Cindy Jorgensen, Executive Administrative Assistant

(360) 902-8506

Larry Fairleigh, Service Center Assistant Director, Parks Development

(360) 902-8642

Virginia Painter, Public Affairs Director

(360) 902-8562

Fred Romero, Director of Inter-governmental Relations and Performance Measurement

(360) 902-8504

Ilene Frisch, Director of Administration, Finance, and Technology

(360) 902-8521

Mike Sternback, Assistant Director of Operations

(360) 902-8660

- ***LEADERSHIP TEAM MEMBERS from REGIONS***

**Southwest Region (Olympia)**

Steve Brand, Acting Region Director

(360) 956-4802

**Northwest Region (Burlington)**

Eric Watilo, Region Director

(360) 755-9231

**Eastern Region (Wenatchee)**

Jim Harris, Region Director

(509) 662-0420

**Puget Sound Region (Auburn)**

Don Hoch, Region Director

(253) 931-3907

<b>NOTE:</b> Puget Sound Region is scheduled for closure in 2009 as part of agency budget reduction
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### **3. PROGRAM IMPLEMENTATION**

Judy Johnson, Deputy Director

(360) 902-8502

State Parks Archaeologist – Dan Meatte

(360) 902-8637

Stewardship Manager – Ted Smith, Manger

(360) 902-8639

Natural Resource Manager (tribal natural resources contracts) Rob Fimbel

(360) 902-8592

Interpretive Program (artifacts, NAGPRA) – Steve Wang

(360) 902-8611

Historical Preservation – Vacant

Planning & Research (park & land acquisition planning) - Bill Koss

(360) 902-8629

Lands Program (real estate land purchases) – Steve Hahn

(360) 902-8683

Fort Worden State Park and Conference Center – Kate Burke

(360) 344- 4401

#### 4. DISTRIBUTION OF FUNDS

Ilene Frisch, Director of Administration, Finance, and Technology

(360) 902-8521

#### 5. TRIBAL LIAISON

Fred Romero, Director of Inter-governmental Relations and Performance Measurement

(360) 902-8504

#### 6. ASSISTANT ATTORNEY GENERAL

Jim Schwartz (natural resources/general)

(360) 586-4034

Joe Shorin III (tribal issues)

(360) 753-2496

(02/09)